

ASTM TEST MONITORING BOARD MEETING

June 18, 2007

Lowes Miami Beach Hotel
Miami Beach, FL

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CALL TO ORDER

ASTM D02.B0.08, the Test Monitoring Board, met on Monday, June 18, 2007 at 5:20 p.m. in the Poinciana 2 room of the Lowes Miami Beach Hotel in Miami Beach, Florida. There were seven voting members (Keith Selby held the proxy of Matt Urbanak), six non-voting members, and three visitors present. The attendance roster is shown in Attachment A. Minutes from the December 4, 2006 meeting were approved.

MEMBERSHIP

The TMB voting membership was reviewed and is shown in Attachment B.

ADMINISTRATIVE GUIDANCE COMMITTEE

Chris Castanien reported that the Administrative Guidance Committee had not met during the past six months. Salary recommendations for TMC staff were communicated to Carnegie Mellon University.

TECHNICAL GUIDANCE COMMITTEE

Bill Buscher reported that the Technical Guidance Committee had not met since the last TMB meeting. He stated that the TGC will begin work on a project to develop a compilation of "best practices in lubricant test development."

DATA COMMUNICATIONS COMMITTEE

Frank Farber submitted the Data Communications Committee report (see Attachment C). The DCC did not meet during the past six months. The only current activity of the DCC is beta testing of report packet revisions.

TEST MONITORING CENTER

John Zalar summarized the TMC financial status. The TMC ended FY 2006 with revenue minus expense of \$+124,000 and reserves of \$2,691,000 equal to 17.6 months of operating expense. TMC financial performance for FY 2007 was expected to be significantly worse than FY 2006, with revenue minus

expense projected to be \$-180,000. Through the first four months of FY 2007, testing activity has been higher than expected with revenue minus expense at \$+40,000 better than one year ago. If this trend in testing continues, the actual financial performance for FY 2007 will be better than originally projected. The TMC annual independent financial audit was completed and distributed to the TMB voting members.

TMC staffing remains at 13 full-time employees.

The contract between ASTM and Carnegie Mellon University (CMU) was renewed on February 1, 2007. ASTM and CMU attorneys worked together on updated language in several sections of the contract dealing with liability issues. As the expiration date of the previous contract drew near, CMU and ASTM reached agreement on a new contract with a term one-year. The rates that determine the amount of overhead paid to CMU remained unchanged from the previous three contracts (13 years). Both sides indicated a desire to have a longer term contract on the next renewal.

Twenty information letters were issued by the TMC and were balloted within Subcommittee B. There were no negative votes. One comment received with an abstain vote on ISM Information Letter 07-2 did not require any action. The TMC report is shown in Attachment D.

OLD BUSINESS

There was no old business.

NEW BUSINESS

The TMB received a request from Section 3 for TMC services in support of the gear oil Storage Solubility and Compatibility tests. The specific services requested include reference oil storage and distribution and assistance in elevating the test procedures to ASTM standard test methods. This request received the unanimous support of the TMB.

NEXT MEETING

The next meeting is scheduled for December 3, 2007 in Phoenix, Arizona.

ADJOURNMENT

The meeting was adjourned at approximately 6:10 p.m.

Respectfully submitted,



John L. Zalar, Secretary
ASTM Test Monitoring Board

JLZ/jlz

Attachments





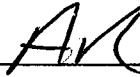

ASTM TEST MONITORING BOARD MEETING

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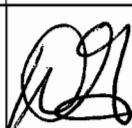
Lowes Miami Beach Hotel


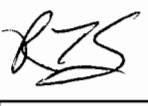
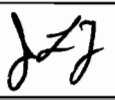
Miami Beach, FL

Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Hind Abi-Akar	Caterpillar, Inc. Old Galeena Road Building H3000 Mossville, IL 61552-3000	Phone: (309) 578-9553 e-mail: abi-akar_hind@cat.com FAX: (309) 578-1485	
Chris Castanien AGC Chairman	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092	Phone: (440) 347-2973 e-mail: cca@lubrizol.com FAX: (440) 944-8112	
Heather DeBaun	International Truck & Engine Corp 10400 W. North Avenue Melrose Park, IL 60160	Phone: (708) 865-3788 e-mail: heather.debaun@nav-international.com FAX: (708) 865-4169	
William Lam	Afton Chemical Corporation 500 Spring Street P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788- 6388 5236 e-mail: tom.cousineau bill.lam@aftonchemical.com FAX: (804) 788-6244 788-6388	
Hannah Murray	Toyota Technical Center USA 2350 Green Road Ann Arbor, MI 48105	Phone: (734) 995-3762 e-mail: hannah.murray@tema.toyota.com FAX: (734) 995-9049	
Norbert Nann	Nann Consultants, Inc. 59 Edgehill Drive Wappingers Falls, NY 12590	Phone: (845) 297-4333 e-mail: norbnann1@aol.com FAX: (845) 297-4333	
Andrew Ritchie	Infineum USA, L.P. 1900 East Linden Avenue Linden, NJ 07036-0536	Phone: (908) 474-2097 e-mail: andrew.ritchie@infineum.com FAX: (908) 474-3637	
Greg Shank	Volvo Powertrain 13302 Pennsylvania Avenue Hagerstown, MD 21742	Phone: (301) 790-5817 e-mail: greg.shank@volvo.com FAX: (301) 790-5815	
Matthew Urbanak	Shell Global Solutions US Westhollow Technology Center 3333 Highway 6 South Houston, TX 77082	Phone: (281) 544-9277 e-mail: matthew.urbanak@shell.com FAX: (281) 544-8150	

Non-Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Don Bartlett L-37	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092-2298	Phone: (440) 347-2388 e-mail: dtb@lubrizol.com FAX: (440) 347-2878	
Don Bell OSCT	Afton Chemical Corporation 500 Spring Street PO Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-6332 e-mail: don.bell@aftonchemical.com FAX: (804) 788-6243	
William Buscher, III Sequence IVA TGC Chairman	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-6802 e-mail: wbuscher@swri.org FAX: (210) 684-7523	WAB III
G. E. Callis Two-Stoke Cycle	Spectrum Corporation 1523 SE Prestwick Lane Port St. Lucie, FL 34952-6038	Phone: (561) 337-5060 e-mail: ecallis@spectrumcorporation.com FAX: (561) 337-5061	
Mark Cooper T-8/T-8E, T-11, T-12	Chevron Oronite Company, LLC 4502 Centerview Drive, Suite 210 San Antonio, TX 78228	Phone: (210) 731-5606 e-mail: mawc@chevrontexaco.com FAX: (210) 731-5699	
Mark Devlin Gelation Index	Afton Chemical Corporation 500 Spring Street P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-6322 e-mail: mark.devlin@aftonchemical.com FAX: (804) 788-6388	
Scott Ellis EOAT	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3399 e-mail: scott.ellis@swri.org FAX: (210) 684-7523	
Joe Franklin Subcommittee B	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 523-4671 e-mail: joe.franklin@intertek.com FAX: (210) 681-8300	12
Fred Gerhart Sequence VIII	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3842 e-mail: fgerhart@swri.org FAX: (210) 684-7523	
Dave Glaenzer Sequence IIII/IIIG	Afton Chemical Corporation 500 Spring Street P. O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-5214 e-mail: dave.glaenzer@aftonchemical.com FAX: (804) 788-6358	
John Glaser Intertek	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 647-9459 e-mail: john.glaser@intertek.com FAX: (210) 684-6074	
Frank Gotto HT Foam	The Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092-2298	Phone: (440) 347-8087 e-mail: fig@lubrizol.com FAX: (440) 347-8101	
Rebecca Grinfield EOFT, EOWT HD Elastomers	Southwest Research Institute 6620 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3652 e-mail: bgrinfield@swri.edu FAX: (210) 684-5907	
Jim Gutzwiller C13	Infineum USA, L.P. 4335 West Piedras Drive, Suite101 San Antonio, TX 78228	Phone: (210) 732-8132 x13 e-mail: andrew.ritchie@infineum.com FAX: (210) 732-8480	
Brian Koehler HTCT	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3588 e-mail: bkoehler@swri.edu FAX: (210) 680-1777	
Cory Koglin L-42	Afton Chemical Corporation 500 Spring Street P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-5305 e-mail: cory.koglin@aftonchemical.com FAX: (804) 788-6358	

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Patrick Lai 6V92TA	Imperial Oil, Limited 453 Christina St. S Sarnia, Ontario CANADA N7T 8C8	Phone: (519) 339-5611 e-mail: patrick.s.lai@esso.com FAX: (519) 339-5866	
Charlie Leverett Sequence VIB	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 647-9422 e-mail: charlie.leverett@intertek.com FAX: (210) 523-4607	
Jim McCord 1K, 1N, 1P, 1R, 1M-PC	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3439 e-mail: jmccord@swri.edu FAX: (210) 523-6919	
Susan Milczewski TEOST, TEOST-MHT	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092-2298	Phone: (440) 347-8174 e-mail: smm@lubrizol.com FAX: (440) 347-8061	
Jim Moritz M11, M11EGR, ISB, ISM	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 523-4601 e-mail: jim.moritz@intertek.com FAX: (210) 523-4607	
Eric Olsen D874	Chevron Oronite Company, LLC 100 Chevron Way PO Box 1627 Richmond, CA 94802-0627	Phone: (510) 242-4127 e-mail: rols@chevrontexaco.com FAX: (510) 242-3173	
Leonard Orzech BRT	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 523-4680 e-mail: leonard.orzech@intertek.com FAX: (210) 523-4694	
Ken Pearson ASTM International	ASTM 100 Barr Harbor Drive West Conshohocken, PA 19428	Phone: (610) 832-9672 e-mail: kpearson@astm.org FAX: (610) 832-9666	
Gil Reinhard CBT, HTCBT	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 523-4674 e-mail: gil.reinhard@intertek.com FAX: (210) 681-8300	
Chris Schenkenberger L-60-1	The Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092-2298	Phone: (440) 347-2927 e-mail: csc@lubrizol.com FAX: (440) 347-2878	
Dale Smith L-33-1	PARC Technical Service, Inc. 100 William Pitt Way Pittsburgh, PA 15238	Phone: (412) 826-5051 e-mail: dbs@usaor.net FAX: (412) 826-5443	
Robert Stockwell RFTW	ConocoPhillips Company RW 4573 P.O. Box 1267 1000 South Pine Street Ponca City, OK 74602-1267	Phone: (580) 767-6894 e-mail: robert.t.stockwell@conocophillips.com FAX: (580) 767-4534	
Stefan Von Lukawiecki D5800, D6417	Safety-Kleen Canada, Inc. 300 Woolwich Street South Breslau, Ontario NOB 1M0 CANADA	Phone: (519) 648-2291 e-mail: svonluka@safety-kleen.com FAX: (519) 648-2033	
Ben Weber Southwest Research	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-5911 e-mail: bweber@swri.edu FAX: (210) 648-7523	
John Zalar TMC	ASTM Test Monitoring Center 6555 Penn Avenue Pittsburgh, PA 15206-4489	Phone: (412) 365-1005 e-mail: jz@astmtmc.cmu.edu FAX: (412) 365-1047	

TMB Voting Members

Users

Hind Abi-Akar
Heather DeBaun
Hannah Murray
Greg Shank

Current Term Ends

December 2007
December 2007
December 2008
December 2008

Producers

Chris Castanien
Bill Lam
Andy Ritchie
Matt Urbanak

December 2007
December 2008
December 2007
December 2008

General Interest

Norbert Nann

December 2008

Officers

Chairman

Andy Ritchie

Vice Chairman

Chris Castanien

Secretary

John Zalar (TMC Administrator)

Treasurer

Chris Castanien (AGC Chairman)



Test Monitoring Center

6555 Penn Avenue
Pittsburgh, PA 15206-4489
(412) 365-1000

MEMORANDUM: 07-040
DATE: June 15, 2007
TO: ASTM Test Monitoring Board
FROM: Frank Farber
SUBJECT: Data Communication Committee Report- April 2007

The Data Communications Committee (DCC) has not met since the December 2001 ASTM meetings. At the present time, the only DCC objective is to beta test all report packet revisions.

Future meeting schedule: None planned (Chairman will determine need to meet)

FMF/fmf

c: J. L. Zalar

ftp://ftp.astmtmc.cmu.edu/docs/Data_Communications_Committee/tmb_reports/astm_200704.pdf



Test Monitoring Center

6555 Penn Avenue
Pittsburgh, PA 15206-4489
(412) 365-1000

MEMORANDUM: 07-023
DATE: May 21, 2007
TO: ASTM Test Monitoring Board
FROM: John L. Zalar
SUBJECT: ASTM TMC Semiannual Report

ADMINISTRATIVE/FINANCIAL

The TMC financial audit for the period February 1, 2006 through January 31, 2007 was completed in April by Lally, Lally & Co. LLC. The outcome of the audit was favorable. A copy of the audit report has been electronically distributed to the Test Monitoring Board. The current financial status of the TMC will be part of the Administrative Guidance Committee report.

There have been no personnel changes since the last report and TMC staffing remains at 13 regular full-time employees. The current TMC organizational chart is shown in Attachment A.

The contract between ASTM and Carnegie Mellon University (CMU) was renewed on February 1, 2007. ASTM and CMU attorneys worked together on updated language in several sections of the contract dealing with liability issues. As the expiration date of the previous contract drew near, CMU and ASTM reached agreement on a new contract with a term one-year. The rates that determine the amount of overhead paid to CMU remained unchanged from the previous three contracts (13 years). Both sides indicated a desire to have a longer term contract on the next renewal.

INFORMATION LETTERS

Information letter activity continues to be high. The following 20 information letters have been issued by the TMC since the last report.

<u>Information Letter</u>	<u>Date Issued</u>
Sequence IIIF No. 06-4	11/20/06
Sequence IIIF No. 07-1	3/19/07
Sequence IIIG No. 06-4	11/20/06
Sequence IIIG No. 07-1	3/19/07
Sequence VIG No. 06-2	11/21/06
Sequence VIII No. 06-1	10/24/06
C13 No. 07-1	2/14/07
C13 No. 07-2	4/2/07
ISB No. 06-1	12/18/06
ISB No. 07-1	2/2/07

<u>Information Letter</u>	<u>Date Issued</u>
ISM No. 07-1	2/8/07
ISM No. 07-2	4/2/07
T-8 No. 06-1	12/13/06
T-8 No. 07-1	2/1/07
T-11 No. 06-4	12/13/06
T-11 No. 07-1	2/1/07
T-12 No. 07-1	2/1/07
L-33-1 No. 07-1	3/12/07
L-33-1 No. 07-2	4/26/07
L-42 No. 06-4	12/15/06

Three of the letters, Sequence IIIF 07-1, Sequence IIIG 07-1, and ISM 07-2 required pre-balloting within Subcommittee B prior to issuance. The Sequence IIIF and IIIG letters dealt with the creation of the “viscosity only” versions of the tests, as requested by the HDEOCP. The ISM letter dealt with a controversial change to reference testing requirements. All three letters passed the Subcommittee B ballot (07-01) with no negatives. ISM 07-2 received one abstain with comment. The comment was acknowledged but did require any specific action.

The remaining seventeen letters are on the regular Spring Subcommittee B information letter ballot (07-03). The results of this ballot will be reported at the TMB meeting on June 18, 2007.

TMB ELECTIONS

Subcommittee B ballot 07-02 resulted in the elections of Matt Urbanak, Hannah Murray, Bill Lam, Greg Shank, and Norbert Nann to two-year terms starting January 1, 2007. There was one negative vote received. The chairman of the TMB Nominating Committee contacted the voter and the negative vote has been withdrawn.

NEW REFERENCE OILS

The following reference oils were received and processed by the TMC during the period from November 1, 2006 to April 30, 2007.

<u>Test Type</u>	<u>Oil Code</u>	<u>Quantity (gallons)</u>
VIB	538-1	575
EOWT	77-1	275

During this same time period, the TMC made 220 shipments of reference oils containing a total of 1,972 individual oil samples.

CALIBRATION TEST REPORTING

During the period from November 1, 2006 to April 30, 2007, 1671 calibration tests were reported to the TMC. Virtually 100% of all tests reported to the TMC are now transmitted electronically.

JLZ/jlz

Attachment

c: ftp://ftp.astmtmc.cmu.edu/docs/test_monitoring_board/TMC-6-2007.pdf

Distribution: Email

Attachment A

